

Child Support Referral Examples for KEESM July 2015 Changes

New FA application after July 1, 2015

1. Mary and her 8 year old daughter apply for Food Assistance benefits on July 2, 2015. She has never applied for any benefits before.

You process Mary's application with her coded **IN** and worker is processing the case, they check the child support system on the **CADS** screen and find that there are no non-coop issues. Send a referral to CSS for Food Assistance by using the voluntary indicator on the **CHSE**, Voluntary FS Referral: enter "Y". Complete both **CHSE** and **SPRD** screens. (These screens do not automatically come up in the application sequence.) Mary remains coded **IN** unless CSS informs EES that Mary does not cooperate. Mary is coded **DI** the month following the month CSS informs EES that Mary is non-cooperating allowing for timely and adequate notice. Complete ES-4307 Penalty Tracking Sheet. KEESM 2160, 2163, 2165.

New TANF and FA application after July 1, 2015 – then 1st time non-coop

2. Barb and her daughter apply for TANF and Food Assistance on September 15, 2015.

As worker is processing the case, they check the child support system on the **CADS** screen and find that there are no non-coop issues. Process TANF and FA application with Barb coded **IN**. For Food Assistance, send a referral to CSS by using the voluntary indicator on the **CHSE**, Voluntary FS Referral: enter "Y". Complete both **CHSE** and **SPRD** screens.

Two months after the cases have been opened, Barb has been determined as being in non-cooperation with child support services for the first time and child support has notified the field.

A worker claims a non-cooperation related task off of the tracker. The worker closes the TANF case allowing for timely and adequate notice and codes **PRAP P1**. The worker codes Barb **DI** on the Food Assistance case allowing for timely and adequate notice. The worker continues to count the TANF grant amount for the Food Assistance case for one month after the TANF closure per KEESM 2552.1. Notices are sent. The penalty tracking sheet is completed during the documentation of the action for both programs.

One month later the field is notified that Barb is back in cooperation with child support services. A worker claims the task and codes Barb back **IN** on the Food

Assistance case the month after the cooperation and updated the ES-4307 Penalty Tracking Sheet. The worker takes all other case actions required for the change.

For this first child support penalty the household is subject to a minimum 3 month penalty period for TANF, the worker does not take any action at this time on the TANF case. A new application will be needed after the minimum 3 months for the family to regain eligibility for TANF.

New TANF and FA application after July 1, 2015 with prior non-coop status

3. Carol and her 3 children apply for TANF and FA on August 5, 2015.

As worker is processing the case, they check the child support system on the **CADS** screen and find that Carol in in non-cooperation status with child support services for one child on January 12, 2015.

Carol's TANF application is denied. If Carol cooperates with child support services within 45 days from date of application, the application may be reinstated. Carol is given contact information for CSS.

Carol's FA application is processed with Carol coded **IN** (her non-coop was prior to July 1, 2015) and a referral is sent to CSS. Carol remains coded **IN** unless CSS informs EES that Carol does not cooperate. Carol is coded **DI** the month following the month CSS informs EES that Carol is non-cooperating allowing for timely and adequate notice. Complete documentation, complete ES-4307 Penalty Tracking Sheet. KEESM 2160, 2163, 2165.

New application for TANF and FA after July 1, 2015 with prior non-coop status

4. George applies at his local office for TANF and FA for himself and his two children on Feb. 2, 2016.

As the worker is processing the case, they check the child support system on the **CADS** screen for current cooperation with child support services as required for TANF. They find that George is in non-cooperation status with child support services on Oct. 2015 for his two children. George's TANF application is denied and it is explained to George that if he cooperates with child support services within 45 days from the application date, the application may be reinstated. George is given contact information for child support services.

George's FA application is processed with George coded **DI** (because his non-coop was after July 1, 2015 - KEESM 2165.2) and a referral is sent to CSS. Complete Penalty Tracking Sheet, ES-4307. If cooperation is established after

being in non-cooperation, George will be coded **IN** the month after cooperation is established and added back to the food assistance household. Complete documentation, update ES-4307 Penalty Tracking Sheet, and send notice.

If cooperation was established within 45 days from the application date, then the TANF application will be reinstated and TANF benefits will be prorated from the application date. KEESM 2165

Processing an IR after July 1, 2015

5. I'm working an IR on October 7, 2015. It is a mother and 2 children. Do I need to request information to send referral to CSS?

Process IR as usual. At review you will get information to refer the mother to CSS.

Completing an FA Review

6. You are completing a review for Food Assistance for Jeanine and her 3 year old son on November 7, 2015.

As the worker is processing the review, they check the child support system on the **CADS** screen for current cooperation with child support services. (The request for CSS information was not on her 2014 application.) They find that Jeanine is in non-cooperation status with child support services on Feb. 2015 for her son.

Jeanine's FA review is processed with Jeanine coded **IN** (because her non-coop was before July 1, 2015 - KEESM 2165.2) and a referral is sent to CSS. Jeanine remains coded **IN** unless CSS informs EES that Jeanine does not cooperate.

Open FA case with new Child Care program application

7. Kim and her 2 children have an open Food Assistance case. On September 12, 2015, Kim applies for child care.

The worker is processing the CC application and they check the child support system on the **CADS** screen for current cooperation with child support services. There is no non-cooperation.

As you are processing Kim's CC application you would also take action on Kim's FA case for the CSS July 1 KEEM changes. Send a referral to CSS for Food Assistance by using the voluntary indicator on the **CHSE**, Voluntary FS Referral: enter "Y". Complete both **CHSE** and **SPRD** screens. Kim will remain coded **IN** unless she does not cooperate.

FA application with individual coded DI

8. Anna, her husband and 3 children applied for FA benefits on Aug. 10, 2015.

Anna is coded **DI** because she is an ineligible alien with legal documentation. Anna's oldest child has a different father. Worker sends a referral to CSS for Food Assistance by using the voluntary indicator on the **CHSE**, Voluntary FS Referral: enter "Y". Complete both **CHSE** and **SPRD** screens.

If Anna cooperates with CSS, she will remain coded **DI**. If Anna does not cooperate, she will remain coded **DI**. (The same is true if the individual is coded **DF**. They will remain coded **DF** whether they cooperate or do not cooperate.)

Individual coded DF and also does not cooperate with CSS

9. Jill and her 3 children have an open FA case. She is coded **DF** because of a first time fraud conviction for 12 months beginning Feb. 1, 2015. A **WOAL** was set in January 2016 to code Jill back in on her case. At review in August we send a CSS referral. In December we hear back from CSS that Jill is in non-cooperation status. Leave the **SEPA** coding as **DF**. In January you are working the **WOAL** and will code Jill **DI** for February because she still has not cooperated with CSS.

FA, TANF and CC application was in June 2015 – Non-coop in September

10. Ellen, her husband and 4 children applied for FA, TANF and CC on June 18, 2015.

Ellen had no previous non-coop. FA and CC cases approved.

In September, Ellen has been determined as being in non-cooperation with child support services for the first time and child support has notified the field. For this first child support penalty the household is subject to a minimum 3 month penalty period for TANF and CC. The worker closes the TANF and Child Care cases allowing for timely and adequate notice, and completes the ES-4307 Penalty Tracking Sheet when completing documentation and code **PRAP P1**.

The worker continues to count the TANF grant amount for the Food Assistance case for one month after the TANF closure per KEESM 2552.1. When processing a CSS change for another program, and the HH is not cooperating with child support, no change is made to **SEPA** coding on the FA case until review. At FA review, Ellen will be coded **DI** as she is still non-coop and a referral sent.